

# AWARD

## CITY OF FORT LAUDERDALE

PURCHASING DIVISION  
100 N. ANDREWS AVENUE, 6TH FLOOR  
FORT LAUDERDALE, FL 33301  
(954) 828-5140

**City Commission Approval:**  
2/3/04 Pur-8

**Period Covered:**  
3/1/04 – 2/28/07

**Contract No.:**  
542-8984-1

**Vendor:** MBE\_ WBE X  
Margaret A. D'Alessio  
2500 Parkview Drive, Apt. 306  
Hallandale, FL 33009

**Invoice To:**  
City of Fort Lauderdale  
Accounts Payable  
100 N. Andrews Avenue  
Fort Lauderdale, FL 33301

954-455-0473  
Fax same (call first)  
Email [mmuhl51@aol.com](mailto:mmuhl51@aol.com)

Payment Terms: Net 30  
Delivery: Per RFP

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### MINUTES SECRETARY SERVICES

#### Primary

All City Commission Meetings	
Conference	\$ 125.00/hour
Regular	350.00/3 hrs, \$120 for each add'l hr
Special Commission Meetings, daytime	125.00/hour
, nighttime	350.00/3 hrs, \$120 each add'l hr
Board of Adjustments	300.00/2 hrs, \$125 each add'l hr
Code Enforcement Board	250.00/2 hrs, \$90 each add'l hr
Local Law Enforcement Block Grant (as needed)	200.00 flat fee
Marine Advisory Board	300.00/2 hrs, \$80 each add'l hr
Urban Design Steering Core Committee	250.00/3 hrs, \$90 each add'l hr
(if committee is reformed)	

#### Secondary

Aviation Advisory Board	\$ 250.00/2 hrs, \$75 each add'l hr
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Insurance Coverage Required: Yes X No \_  
Authorized for Purchases: Under \$25,000 \_ Over X  
Extension Options: Yes X No \_

We hereby accept this award and all terms, conditions, and specifications of the bid referenced,  
RFP No. 542-8984.

\_\_\_\_\_  
Authorized Signature and Title

\_\_\_\_\_  
Date

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Department Contract Co-Ordinator: Jeff Modarelli, City Clerk's Office (954) 828-5010

Procurement Specialist: Linda R. Wilson, CPPB, C.P.M.

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**Kirk W. Buffington, C.P.M.**  
**Assistant Director, Administrative Services**

